

**I CLAIM:**

1. An improved paper fastening arrangement for use with a fastener having a base including two ends each having a leg extended therefrom, the leg foldable relative to the base, a sheath comprising:

an extension shaped to slideably engage one of the legs, the extension including an opening that defines a cavity to receive the leg, wherein the extension at least partially covers the leg and is operative to engage through sheet materials; and

at least one guide tab depending from the extension downward from the opening, the guide tab being foldable.

2. The paper fastening arrangement as in claim 1 wherein the guide tab comprises a flange bent relative to the guide tab to form a recess between the flange and the guide tab, whereby the recess receives the leg of the base.

3. The paper fastening arrangement as in claim 2, wherein the flange secures the sheath and the leg.

4. The paper fastening arrangement as in claim 1 wherein the sheath includes a solid portion closing the opening at a distance below a top of the sheath.

5. The paper fastening arrangement as in claim 1 further comprising a retainer to slideably engage with the sheath, for securing the sheath and the leg.

6. The paper fastening arrangement as in claim 1 further comprising a retaining means for securing the sheath and the leg.

7. A paper fastener comprising:

a base including two ends each having a leg extended therefrom, the legs foldable relative to the base;

a sheath for slidably engaging one of the legs, the sheath comprising an open bottom forming a cavity to receive the leg, wherein the sheath at least partially covers the leg and is operative to engage through sheet materials; and

the sheath comprising at least one guide tab extending from the open bottom and foldable therefrom.

8. The paper fastener as in claim 7 wherein the guide tab comprises a flange bent relative to the guide tab to form a recess between the flange and the guide tab, whereby the recess is configured to receive the leg.

9. The paper fastener as in claim 8 wherein the flange secures the sheath and the leg.

10. The paper fastener as in claim 7 wherein the sheath includes a solid portion closing the open bottom at a distance below a top of the sheath.

11. The paper fastener as in claim 7 further comprising a retainer to slidably engage with the sheath, for securing the sheath and the leg.

12. The paper fastener as in claim 7 further comprising a retaining means for securing the sheath and the leg.

13. The paper fastener as in claim 11 wherein said retainer engages the guide tab when the guide tab is positioned upright and parallel with the leg, and the retainer secures the guide tab and the leg.

14. The paper fastener as in claim 7 wherein the sheath includes at least a second guide tab extending from the open bottom and foldable therefrom.